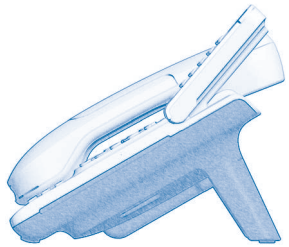
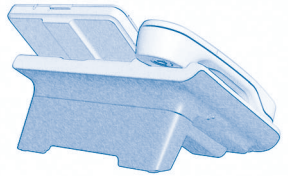
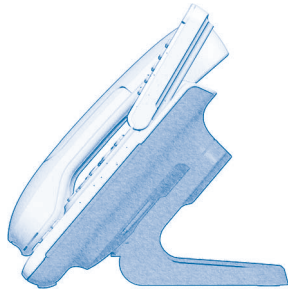
Alcatel **OmniPCX** *Office*
Alcatel 4028/4029







ALCATEL

User manual

Introduction

Thank you for choosing a telephone from the 4028/4029 range manufactured by **Alcatel**.
Your 4028 (IP) / 4029 (digital) terminal has a new ergonomic layout for more effective communication.

- A large graphic screen, in conjunction with various keys and the navigator, allows you to make calls, configure and program your telephone,
- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section,
- communication is even more convenient using the audio keys (loudspeaker, hands free),
- using the convenient alphabetic keypad, you can call your correspondents by name.

How to use this guide

Actions

Lift the receiver.

Hang up.

Keypad

Numeric keypad.

Alphabetic keypad.

Specific key on numeric keypad.

Navigator

Move the navigation key up, down, to the left or to the right.

To go back one level (press and release) or to return to the welcome page (press and hold) ; during a conversation, can be used to access the different pages (Menu, Perso, etc.) and to return to the telephone screens.

Display and display keys

Smith John

Partial view of display.

Display key.

Audio keys

Speaker,
Handsfree.

Adjustment “reduce”.

Adjustment “increase”.

Programmable keys and icons

Line key.

Icon corresponding to key.

Other fixed keys

Hold and Transfer keys.

MENU key.

Voice mail access key.

Other symbols used

Menu — Means that the function is accessible from the Menu page.

Main — Means that the function is accessible from the Perso page.

Info — Means that the function is accessible from the Info page.

Means that the function is subject to programming. If necessary, contact your installer.

These symbols may be supplemented by small icons or text.

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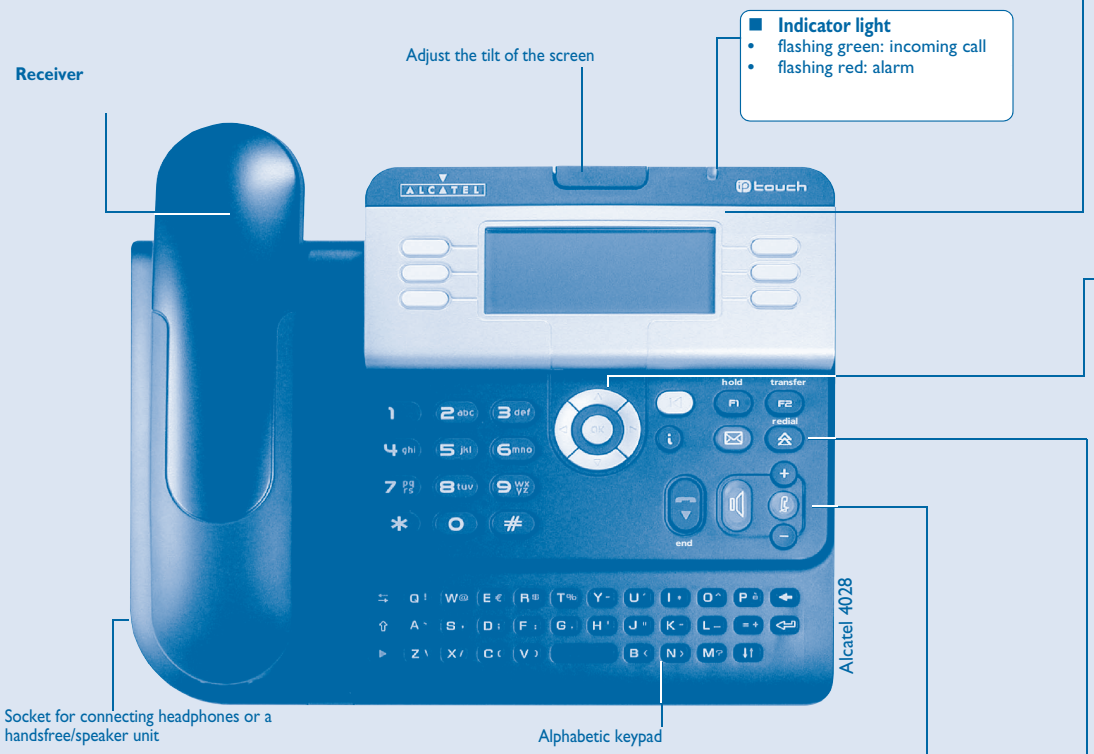
Getting to know your telephone



Audio keys

END key: to terminate a call.

Handsfree/Speaker Key: to make or answer a call without lifting the receiver.
- Lit in handsfree mode or headset mode (short press).
- Flashing in speaker mode (long press).

Intercom/Mute key:
- During a call: press this key so that your party cannot hear you.
- Terminal idle: press this key so that you can automatically answer a call without lifting the receiver.

To adjust the speaker or receiver volume up or down

Extension unit

An extension unit can be fitted to your telephone. This provides additional keys which can be configured as feature keys, line keys, call keys etc.
To affix labels: push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and place the keypad back into position.

Display and display keys

Contains several lines and pages providing information on calls and the features accessible via the 10 keys associated with the words on the screen.

Forward icon: pressing the key next to this icon allows you to program or change the forward feature.

Receiver connected.

Silent mode enabled.

Appointment programmed.

Telephone locked.

Display keys: pressing a display key activates the feature shown associated with it on the screen.

Navigation

OK key: used to validate your choices and options while programming or configuring.

Left-right navigator: used to move from one page to another.

Up-down navigator: used to scroll through the content of a page.

Back/Exit key: to return to previous menu (short press) or return to first screen (long press) ; during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

Welcome screens

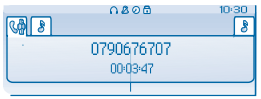
Menu page: contains all features and applications accessible via the keys associated with the words on the screen.
Perso page: contains call line keys (allowing supervision of calls) and programmable call keys.

Info page: contains information on the telephone and the status of its features: name, telephone number, number of messages, activation of forwar feature, appointment reminder, etc.

Call display

Incoming call.

Call in progress or outgoing call.



Call on hold.

If you get two calls at the same time, you can switch from one call to the other by pressing the display key associated with each call.

Left-right navigator: used to check calls.
OK key: used to answer the call checked.

Feature keys and programmable keys

Guide key: used to obtain information on features of the 'menu' page and to program key of the 'perso' page.

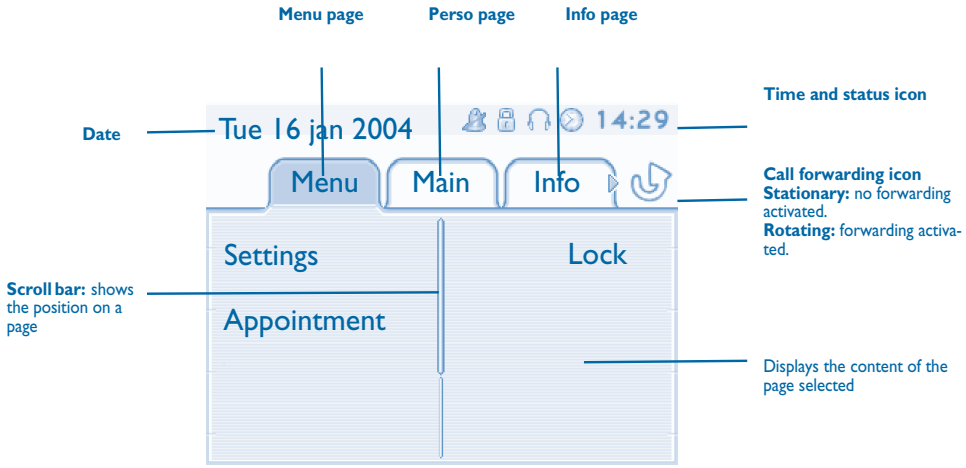
Messaging key to access various mail services:
if the key flashes, a new voice message or a new text message has been received.

'Redial' key : to access the 'Redial' function.

Hold: the call is placed on hold.
Transfer: transfer the call to another number.

1 Description of the screens

1.1 Welcome screens



- **Menu page:** contains all features and applications accessible via the keys associated with the words on the screen. From this page, it is possible to adjust the ringer volume and screen brightness, program the time of an appointment, lock the terminal, define the default page displayed, configure voice mail, and access telephone functions such as calling back one of the last 10 numbers or intercepting calls.

- **Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys. The up-down navigator is used to access all the direct call keys (apart from those displayed by default). Direct call keys are programmed or modified via the Information key.

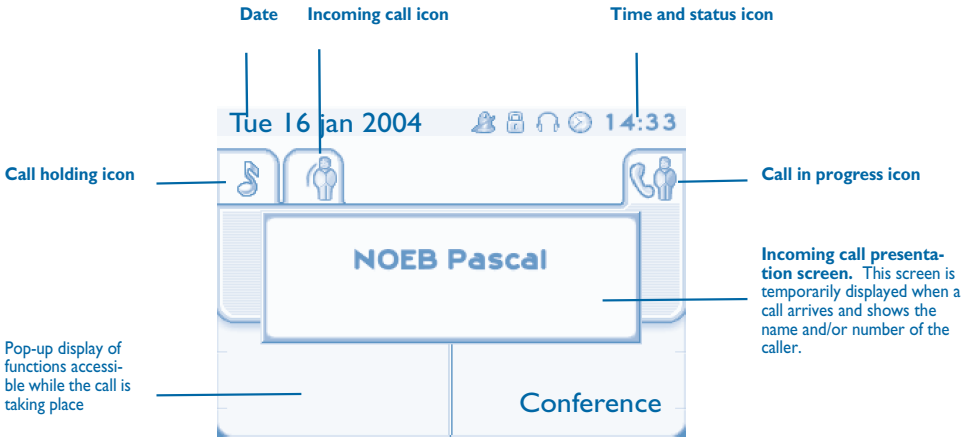
- **Info page:** contains information on the telephone and the status of its features: name, telephone number, number of messages, activation of forwar feature, appointment reminder, etc.

Left-right navigator:
used to move from one page to another.

Up-down navigator:
used to scroll through the content of a page.

Description of the screens

1.2 Call management screen


Date
Incoming call icon
Time and status icon
Tue 16 jan 2004
14:33
Call holding icon
Call in progress icon
NOEB Pascal
Incoming call presentation screen. This screen is temporarily displayed when a call arrives and shows the name and/or number of the caller.
Pop-up display of functions accessible while the call is taking place
Conference

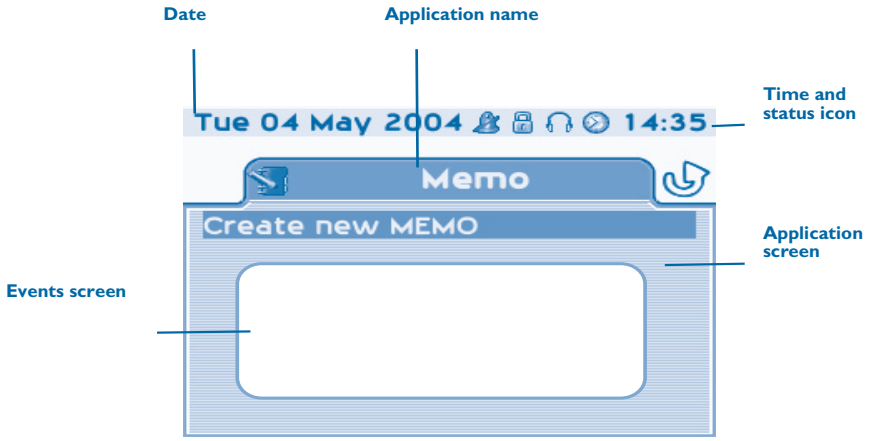
Each tab corresponds to a call, the status of which is symbolized by its icon (in progress, held, arrival of new call). When a call is in progress, use the left-right navigator to look at held or incoming calls.

Use the up-down navigator to display the functions accessible. These functions (transfer, conference, etc.) are directly related to the status of the call consulted. For example, the transfer function will not be available between a call in progress or a held call and an incoming call.

Back/Exit key:
used to switch from a telephone screen to an application screen. For example, can be used while a call is in progress to look up a number, program an appointment reminder, etc.

Calls can also be managed from the Perso page.
While the call is in progress, press the Back/Exit key and display the Perso page.
Calls in progress or waiting are displayed on the different line keys. It is then possible to converse with the caller of your choice by pressing the key associated with him.

1.3 Application screen



- **Application screen:** displays information relevant to programming or configuring the telephone.
- **Events screen:** displays events connected to the programming or configuration operations in progress, confirmation, rejection, error, etc.

2 Using your telephone

2.1 Making a call

dial the number for your call — OR — lift the receiver — number required — OR

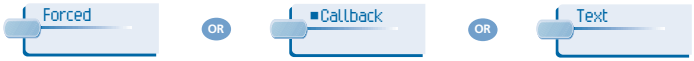
handsfree — number required — OR — programmable line key — OR — dial by name

you are in conversation with the destination number

To make an external call, dial the outside line access code (9) before dialing your party's number. 9 is the default code for an outside line.

For the attendant, dial '0' (by default).

- **If the internal or outside number does not reply:**



OR — broadcast a message on the loudspeaker of the free terminal — OR — request callback to a busy terminal — OR — send a written message

OR — go to next screen

2.2 Answering a call

lift the receiver — OR — handsfree — OR — press the key next to the **'incoming call'** icon

2.3 Using the telephone in 'Hands free' mode

- Terminal idle:

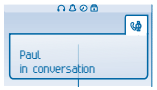
press and release — terminate your call

- Call in progress:

you are in conversation with the destination number — press and release

During a conversation, you can lift the receiver without terminating the call.

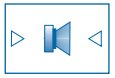
2.4 Activating the loudspeaker during a conversation (receiver lifted) - Speaker



you are in conversation with the destination number

activate loudspeaker (long press)

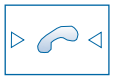
the loudspeaker key flashes



adjust volume (7 levels)

deactivate loudspeaker (long press)

The key is no longer lit

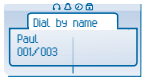


press and release the loudspeaker key to switch to hands free mode (light steady).

2.5 Calling your correspondent by name (company directory)

first letters of your correspondent's name

proposes a name followed by a corresponding telephone number and sequence number in list



- **If name is OK:**

make the call

- **If name is not OK:**

extend search in list

erase last letter entered

show next name

show previous name

return to main menu

2.6 Make calls via your programmed call keys

Main

access the **'Perso'** page

select the party you want to call from the programmed call keys

call the selected party

2.7 Calling from the common directory

Your terminal has access to a common directory of outside numbers.

directory number

2.8 Filtering calls using the voice mailbox

Main

This service lets you filter incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

- **Activating call screening:**

'voice mailbox screening' programmed key

enter your personal code

same key to stop listening and deactivate the screening

- **When you receive a call:**

name or number of the caller

you hear the message left by your caller

hands free to take the call

OR OR

to stop listening only

2.9 Redial

Menu

- Redialling the last number dialled (redial):

'Redial' key (short press)

last number redial

- Call back on the last 10 number dialled:

'Redial' key (long press)

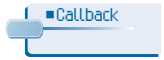
OR

reach the '**Menu**' page

select the No. from the last ten dialed

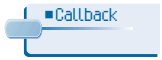
call desired number

2.10 Requesting automatic callback if internal number is busy

Internal number is busy → 

→ **callback request acknowledged**

- **Cancelling callback request:**



→ **cancellation of callback request acknowledged**

2.11 Answering an internal call in intercom mode

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.

- **To activate - Terminal idle:**

→ **corresponding LED lights up**

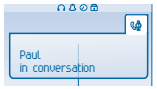
When your caller hangs up, intercom mode remains active.

- **To deactivate - Terminal idle:**

→ **The corresponding LED goes out**

2.12 Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine.



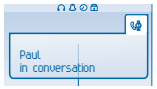
you are in conversation with the destination number

to activate

The function is automatically cancelled when you hang up.

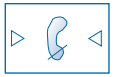
2.13 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:

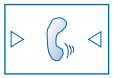


you are in conversation with the destination number

disable microphone → **The key lights up**



resume the conversation → **The key is no longer lit**



3 During a call

3.1 Making a second call during a conversation

you are in conversation with the destination number

the first call is placed on hold

number of second party

name of second party

- **Other methods for calling a second correspondent**

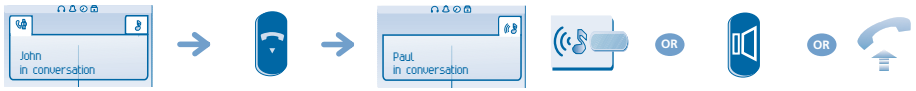
Dial the number for your call.

Name of second party.

- To access the 'Redial' function (short press).
- Call back on the last 10 number dialled (press and hold).

Programmable line key.

- **To cancel your second call and recover the first:**



key associated with the **'incoming call'** icon

If you make an error, hang up: your telephone will ring and you will recover your first call.

3.2 Answering a second call during a conversation

- **A second correspondent is trying to call you:**

you are in conversation with the destination number

name or no. of the caller displayed for 3 seconds

Answer call displayed:

line key for which icon is flashing

the first call is placed on hold

- **To return to your first caller and end the conversation in progress:**

key associated with the **'incoming call'** icon

3.3 Switching between calls (Broker call)

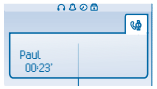
During a call, a second call is put on hold.
To alternate between calls:

key associated with the **'incoming call'** icon

place your first party on hold

3.4 Transferring a call

- **To transfer your call to another number:**



you are in conversation with the destination number

press 'Transfer' key

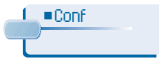
dial the number to be called

press to perform the transfer

Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

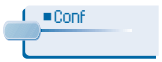
3.5 Three-way conference with internal and/or external correspondents (conference)

- During a call, to establish a three-way conference:



Press the "**Conference**" key

Number of second party



Press to establish the three-way conference

- Cancel conference and return to first correspondant (if conference is active):

- Hang up on all correspondant (if conference is active):

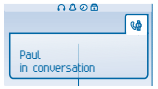
- After the conference, to leave your two correspondents talking together:

cancel the conference

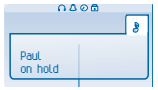
3.6 Placing a call on hold (HOLD)

- **Exclusive hold:**

During a call, you may place the call on hold and recover it later, on the same telephone

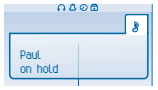


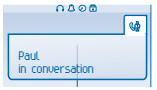
you are in conversation with the destination number



your call is placed on hold

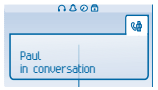
- **Press 'Hold' to recover the call on hold:**



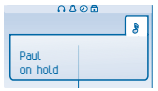


- **Common hold (subject to programming):**

To recover your call on any telephone in your system.



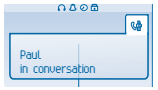
you are in conversation with the destination number



your call is placed on hold

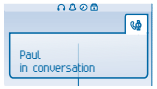
Recover the call on hold from any telephone:

key associated with the **'incoming call'** icon



3.7 Placing an outside call on hold (parking)

You can place an outside call on hold and recover the call on another telephone:



you are in conversation with the destination number

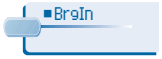
- **To recover the parked call:**

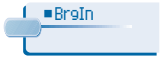
number of telephone from which call was parked

> ***If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.***

3.8 Intrusion into an internal conversation

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:





same key to exit

- **Protection against intrusion:**

'protection of a call' programmed key

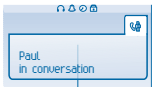
enter the number desired

> ***Protection is cancelled when you hang up.***

3.9 Store a number

Main

During a call, to save the number onto a call key:



you are in conversation with the destination number

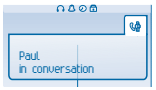
press a call key on the Perso page

enter the name of your party

confirm

3.10 Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver.



you are in conversation with the destination number

Adjust audio volume

4 Sharing

4.1 Receiving supervised call ringing

Main

To receive the special ringing for calls to another number:

"Supervised call ringing" programmed key

press the same key to cancel

4.2 Answering a night or a general bell

Menu

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:

reach the '**Menu**' page

4.3 Manager/assistant screening

System configuration allows "manager/secretary" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

- **From the manager's or secretary's telephone:**

press **"Screening"** key

→ **Incoming calls are screened by a designated person (assistant, etc.)**

press the same key to cancel

Filtering is indicated on the manager's telephone by the icon corresponding to the "filtering" programmed key.

4.4 Individual pick-up

Menu

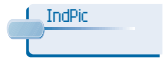
You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

- **If the telephone ringing is in your own pick-up group:**

'group call pick-up' programmed key

- **If the telephone ringing is not in your pick-up group:**

reach the '**Menu**' page



dial the number of the ringing telephone

OR

'telephone call pick-up' programmed key

dial the number of the ringing telephone

The system can be configured to prevent call pick-up on certain telephones.

4.5 Answering briefly in place of the operator

Outside calls to the operator will ring on your telephone and you can answer the call:

"Operator help" programmed key

→ your telephone will ring at the same time as the switchboard

press the same key to cancel

- **Calls to the switchboard:**

calls to the switchboard will ring on your telephone →

"Operator help" programmed key

4.6 Hunting groups

- **Hunting group call:**

Certain numbers can form a hunting group and can be called by dialling the group number.

no. of group to be called

- **Temporary exit from your hunting group:/Return into your group:**

'exit group' programmed key

your group number

Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

4.7 Calling an internal correspondent on his/her pager

The number called does not answer and you know that the person called has a pager:

your party does not answer →

'page' programmed key

→ paging in progress is displayed

Your correspondent can answer from any telephone in the system.

4.8 Answering a call on your pager

A call on your pager can be answered from any telephone within the system.

your pager beeps →

'answer page' programmed key

your group number

4.9 Calling a correspondent on his/her loudspeaker

Menu

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:

your party does not answer →

→ you are connected to the loudspeaker on your correspondent's phone (if he/she has the hands free function)

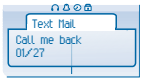
4.10 Sending a written message to an internal correspondent

dial the number to be called

OR

enter the first letters of the last name

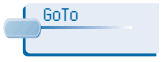
- **Predefined message**



first message in list (27)

select the message to be sent

OR



enter the no. of the message to be sent (01 to 27)

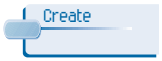
apply your choice

AND/OR

change language of message

apply your choice

- **Personal message:**



create a temporary personal message (alphabetic keypad)

apply your choice

- **The 27 standard messages are shown below:**

1	Call me back	15	Meeting on ___ (*)
2	Call me back tomorrow	16	Meeting on ___ at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back _____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on ___ at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on ___ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ___ (*)
10	Please fetch your mail	24	I am in room nr __ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

4.11 Sending a copy of a voice message

personal code

select message to copy by consecutive presses

dial the number to be called

OR

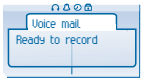
dial by name

send message

OR

record a comment*

- *** To record a comment:**



start recording the comment

recording

end recording

replay comment

OR

re-record a comment

OR

send message

4.12 Sending a recorded message to a number/a distribution list

personal code

dial party's No. or list No. (00 to 50)

correspondent's name or list name (00 to 50)

other correspondents if necessary

confirm

start message recording

recording

end recording

confirm

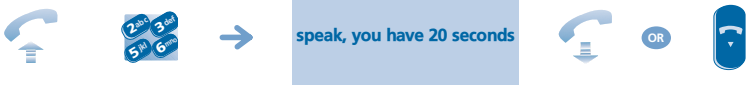
replay message

re-record a message

confirm

4.13 Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:



number of broadcast group

The message will only be broadcast on terminals not in use and which have a loudspeaker.

5 Keeping in touch

5.1 Selecting calls to be diverted

When a diversion is applied, you can select the types of call to be diverted: outside, internal, all.

select the type of Out/Int call — type of call diverted is displayed

if the type of call is not appropriate — all calls

internal or outside calls — confirm

5.2 Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).

dial the number to be called

diversion is acknowledged

You can make calls, but only the destination number can call you.

5.3 Forwarding your calls to your voice message service

diversion is acknowledged

5.4 When you return, review your recorded messages

The light indicates that messages have been received.

personal code — **Display shows the number of new and old messages**

select message — **Display shows name of sender, with date, time and ranking of message**

listen to message — erase message — call sender of message

copy

5.5 Activate/deactivate the personal assistant

Menu

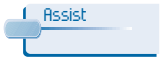
reach the '**Menu**' page

confirm

5.6 Personal assistant: reaching you with one number only

Menu

reach the '**Menu**' page



select type of forwarding

dial number of a colleague or other key individual

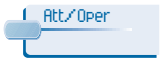
AND/OR

dial an outside line number

AND/OR

dial number of your mobile or DECT

AND/OR



activate/deactivate transfer to the attendant

confirm

5.7 Diverting calls to your pager

Callers will thus be able to contact you while you are moving around the company:

OR

'**divert to pager**' programmed key

diversion is acknowledged

5.8 Forwarding your calls from the receiving terminal ("Follow me")

You wish to receive your calls in your present location:
Use the "Follow me" function.

your extension number

OR

'**forward calls**' programmed key

your extension number

diversion is acknowledged

5.9 Applying a selective diversion

You can selectively divert calls, according to the caller's identity:

diversion is acknowledged

'**selective diversion**' programmed key

5.10 Diverting all group calls

You can divert all your group calls to another internal number:

'**divert group calls**' programmed key

number receiving diversion

diversion is acknowledged

5.11 Cancelling all diversions

Program another type of forwarding, if desired

'cancel all diversions' programmed key

5.12 Cancelling a specific diversion

programmed key corresponding to type of diversion (group or selective)

5.13 Diverting calls when your line is busy (divert if busy)

Callers can be diverted to another telephone if you are already on the line.

number receiving diversion

diversion is acknowledged

OR

'divert if busy' programmed key

number receiving diversion

5.14 Do not disturb

You can make your terminal temporarily unavailable for all calls.

'do not disturb' programmed key

diversion is acknowledged

Callers wishing to contact you will see the 'Do Not Disturb' message displayed on their sets when they try to call.

5.15 Leaving a recorded message for internal callers;

You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.

- **Predefined message:**

first message in list (27)

select the message to be sent

enter the no. of the message to be sent (01 to 27)

apply your choice

change language of message

apply your choice

- **Personal message:**

create a temporary personal message (alphabetic keypad)

apply your choice

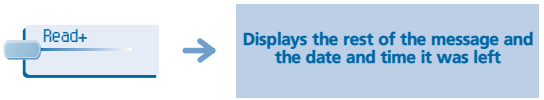
- **The 27 standard messages are shown below:**

1	Call me back	15	Meeting on ___ (*)
2	Call me back tomorrow	16	Meeting on ___ at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back _____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on ___ at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on ___ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ___ (*)
10	Please fetch your mail	24	I am in room nr __ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

5.16 Consulting written messages

The light indicates that messages have been received.

number of messages received



Next message.

Previous message.

Erase message.

Call sender of message.

Sending a written message to an internal correspondent.

Save the sender's number in your directory.

Terminate consultation.

5.17 Message notification

Menu

A message is left in your mailbox but you are not at your desk. You can configure your telephone so that you receive notification of the message on another telephone.

reach the '**Menu**' page

- **Activate/deactivate message notification:**

press consecutively to activate/deactivate

confirm

- **to pause recording**

Enter the number desired

confirm

- **Change the time slot**

The time slot during which notification is activated can be changed.

change times

confirm

6 Managing your charges

6.1 Charging your calls directly to business accounts

You can charge the cost of your outside calls to business account numbers.

"Business account code" programmed key

enter the number of the terminal to receive the message

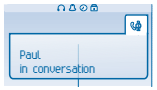
password for this internal telephone

enter the party's number

- **Adding or changing a business code during a call:**

"Business account code during call" programmed key

6.2 Finding out the cost of an outside call made for an internal user from your terminal

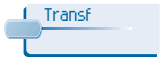


during an internal conversation

programmed key **'Meter Total Recall'**

→ **the call is placed on hold**

outside number called



transfer call to your correspondent on hold

- **At the end of the call, you are called back and you can:**

1. Read information concerning call (cost, duration, number of units...).

→ **name of internal user and cost of call**

2. Print a charge ticket.

3. Terminate consultation.

7 Programming your telephone

7.1 Initializing your voice mailbox

Light flashes		Enter your personal code, then record your name following the voice guide instructions

Your personal code is used to access your voice mailbox and to lock your telephone.

7.2 Customizing your voice greeting

Menu

You can replace the greeting message by a personal message.

reach the '**Menu**' page

ready to start recording — recording

end recording — to pause recording — press to return to the default message — confirm

7.3 Modifying your personal code

Menu

Your personal code is used to access your voice mailbox and to lock your telephone.

reach the '**Menu**' page

old code (4 digits) — new code (4 digits)

As long as your voice mailbox has not been initialized, the personal code is 1515.

7.4 Configuring the telephone ringer

Menu

reach the '**Menu**' page

▼ Choose the tune:

select the melody of your choice (16 tunes) — apply your choice

▼ Adjusting the ringer volume:

select the level of your choice (12 levels) — apply your choice

Activate/deactivate silent mode:

to activate | to deactivate | apply your choice

Activate/disable meeting mode (progressive ringing):

to activate | to deactivate | apply your choice

Activate/deactivate discreet ring mode:

to activate | to deactivate | apply your choice

Adjust ringer volume while a call arrives:

your telephone rings → adjusting the ringer volume:

7.5 Adjusting screen brightness

Menu

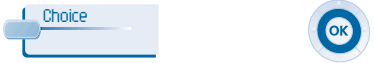
reach the '**Menu**' page

increase or reduce the brightness of the screen or keys (of the extension unit) by pressing consecutively on the corresponding keys

7.6 Selecting the welcome page

Menu

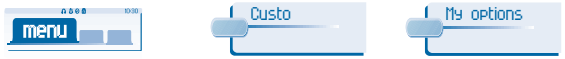
This function is used to choose the page displayed by default on the telephone.



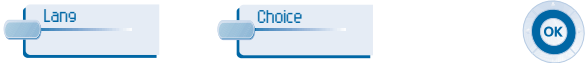
select the default page (consecutive presses) | apply your choice

7.7 Selecting language

Menu



reach the '**Menu**' page



select the language of your choice | apply your choice

7.8 Programming speed dialing (direct calls) keys (Perso page)

Main

press a call key on the Perso page → enter the name

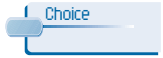
enter the number

7.9 Programming an appointment reminder

Menu

You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).

reach the '**Menu**' page



select the type of appointment (temporary or permanent)

enter time of appointment

apply the appointment time

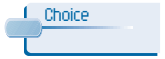
- **At the programmed time, your telephone rings:**

If you are in conversation, the display flashes and an audio tone is generated. After three calls without reply, a temporary request is cancelled but a permanent request remains in memory.

If your calls are diverted to another terminal, the diversion is not applied to the reminder call.

- **To cancel your reminder request:**

reach the '**Menu**' page



select the type of appointment (temporary or permanent)

7.10 Identifying the terminal you are on

Info

The number of your telephone is displayed on the 'Info' page.

Access the **Info** page using the navigator.

7.11 Broadcasting background music on your loudspeaker

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):

(Long press)

when telephone is not in use, background music is played

Press the same key to cancel (Long press)

The music stops when a call is made or received and starts again when you hang up.

7.12 Lock/unlock your telephone

Menu

reach the '**Menu**' page

depending the displayed informations, enter your password or confirm

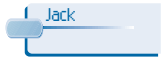
your telephone is locked/unlocked

7.13 Configuring the audio jack of your telephone

Menu

By default, the audio jack of your telephone can be used to connect a headset, hands free kit or loudspeaker.

reach the '**Menu**' page



7.14 Activating/deactivating 'forced headset' mode

Menu

'Forced headset' mode must be activated as soon as a headset is installed instead of the receiver.

reach the '**Menu**' page

activating/deactivating **'forced headset'** mode

Compliance

Independently of the legal warranty that covers this appliance, it is guaranteed for 1 year, parts and labour, counting from the date indicated on your invoice.
The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products.
Earpiece may retain magnetic objects.

The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

Declaration of compliance

We, Alcatel Business Systems, hereby declare that we assume the Alcatel 4028/4029 product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.
This equipement has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. This Class B digital apparatus complies with Canadian ICES-003. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed ans used in accordance with the instructions, may cause harmful interference to radio communications. If this equipment does cause harmful interference, please contact your installer.
Alcatel Business Systems, in keeping with its policy of constant product improvement for the customer, reserves the right to modify product specifications without prior notice. Copyright © Alcatel Business Systems. 2005. All rights reserved.

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